

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency:	County Commissioners	Unit:	Building Maintenance
Name:		Position Title:	Maintenance Worker
Class Title:	Lead Technician - Electrical	Class Number:	61123

Dept./Div.:	Facility Management	Civil Service Status:	Classified
Reports To:	Facility Management Director	Employment Status:	Full-time
Pay:	Resolution	FLSA Status:	Non-exempt

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education, Electrical Certificate or Electrical Degree (through an apprentice program or trade school) or 10 years validated experience in electrical work (voltages up to and including 440 / 3 phase) with general knowledge and experience in the remaining skilled trade areas.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license with an acceptable driving record, must have or be able to obtain forklift operator certification.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Light truck, tractor, lawn mower, snow removal equipment, power tools, skid steer loader, forklift, aerial lift, hand tools and all specialized equipment associated with the electrical field.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING

CONDITIONS: For purposes of ORC 4167.

Periodic - Exposure to severe weather; exposure to construction hazards; exposure to loud noise; exposure to irritating chemicals; exposure to hazardous chemicals exposure to heavy equipment; exposure to extreme heat or fire; exposure to life threatening situations; exposure to blood, bodily fluids; exposure to fumes; attends functions or performs duties outside normal working hours.

Frequent - Exposure to traffic; exposure to dust; exposure to electrical hazards; exposure to hazardous driving conditions; exposure to high voltage of electricity, elevated heights (manlift, bucket truck, ladder, scaffolding, etc.)

Constant - Travels to and gains access to work site; required to be on "call" when assigned; works various shifts when necessary.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

(Employee Printed Name)

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Supervisor's Title:	Facility Management Director	Number:	

Supervises:	N/A
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JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

45% (1) Plans and installs new wiring; troubleshoots and inspects electrical wiring systems, apparatus, electrical and electronic components in all County buildings (e.g., transformers, motors, lighting fixtures, ballast, switches, fuses, etc.) to determine causes of malfunction or defects and makes repairs as necessary; reads and interprets blueprints, schematics and drawings; prepares sketches showing location of wiring and equipment; ensures that installations and repairs are in compliance with various city, county, and state codes; measures, cuts, bends, threads, assembles and installs electrical conduit; pulls wire through conduit; properly terminates wires and connections; installs control and distribution apparatus such as switches, relays and circuit-breaker panels; tests continuity of circuit to ensure electrical compatibility and safety of components with testing instruments (e.g., ohmmeter, voltmeter); connects power cables to equipment and installs grounding leads; diagnoses and replaces faulty mechanical, hydraulic, and pneumatic components of machines and equipment; sets, maintains, repairs and services boilers/heating units; performs tests to set base line data on motors, fans, electrical controls and air conditioning units; maintains and repairs voice communications and security and fire alarm systems; pulls computer wire and terminates ends. Required to be "on call" as assigned. Trains staff in safe operation of electrical systems and equipment. Supervises and trains helpers; coordinates with and inspects the work of contractors; may install and repair lightning protection systems.

- (1) **Knowledge of:** (a)*; (b); (c); (d); (f); (g); (l).
Skill in: (r); (s); (x); (z); (bb); (dd);
Ability to: (ee); (ff); (gg); (hh); (jj); (kk); (ll); (mm); (nn);
(oo); (pp).

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25% (2) Assists Director is daily work assignments for service technicians; plans and assigns work; trains and documents training; evaluates employee performance; communicates and implements policies and procedures; provides direction and ensures work complies with organizational standards; reviews and analyzes work product of service technicians and maintenance workers; assists in planning work projects, setting priorities and allocating material and personnel; performs periodic inspections of equipment; oversees preventative maintenance and repair of equipment; implements PERPP standards and internal safety procedures.

15% (1) **Knowledge of:** (a)*; (d); (e); (j); (l); (m); (n); (o); (p)
Ability to: (e);(ff); (gg); (ii); (kk); (ll); (mm); (nn);
(pp)

(3) Performs skilled and unskilled building maintenance and repairs; operational knowledge of low pressure boilers and chillers; maintains logs and records regarding boiler and air conditioning operations; security and fire alarm systems; performs minor routine maintenance and repair functions; operates light motorized equipment related to year round grounds keeping (e.g., tractor, cars, trucks, lawn mowers and plows, etc.);

(3) **Knowledge of:** (b); (c); (d); (e); (f); (g); (h); (i); (j); (l)
Skill in: (r); (s); (t); (u); (v); (w); (x); (z); (aa); (bb);
(cc); (dd)
Ability to: (ee); (ff); (gg); (hh); (jj); (ll); (mm); (nn).

15% (4) Prepares cost estimates, preventative maintenance reports, and other related reports showing need for work; maintains records of all jobs completed; may purchase and/or order supplies and equipment needed to perform duties of job; maintains and repairs tools and equipment as required; stores tools and parts in an organized manner; maintains necessary inventory in vehicle for commonly needed installation or repair of various systems (e.g. electrical, plumbing, HVAC); keeps vehicle clean and orderly (inside and out), reports damaged tools for replacement, provides work direction to one or more helpers in any of the aforementioned areas.

(4) **Knowledge of:** (a)*; (k); (l); (o); (p); (q).
Skill in: (y).
Ability to: (ee); (ff); (ii); (jj); (kk); (ll); (mm); (nn); (oo);
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OTHER DUTIES AND RESPONSIBILITIES:

Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) department policies and procedures*; (b) electrical principles; (c) electrical construction, maintenance and repair; (d) safety practices and procedures; (e) plumbing techniques; (f) proper lifting techniques; (g) mechanical maintenance; (h) vehicle maintenance and repair; (i) snow and ice removal; (j) grounds maintenance and repair; (k) purchasing; (l) records management. (m) supervisory techniques; (n) employee training and development; (o) scheduling; (p) inventory control; (q) purchasing

Skill in: (r) soldering; (s) use of bench and/or hand tools; (t) plumbing; (u) pipe fitting; (v) vehicle mechanics; (w) motor vehicle operation; (x) use of electricians and mechanics' tools and equipment; (y) computer operations, programs and data entry. (z) building maintenance and repair; (aa) low pressure boiler operation; (bb) electricity; (cc) carpentry; (dd) mechanical.

Ability to: (ee) interpret a variety of instructions in written, oral, picture or schedule form; (ff) demonstrate physical endurance; (gg) recognize safety warnings; (hh) operate light motorized equipment; (ii) add, subtract, multiply and divide whole numbers; (jj) communicate effectively; (kk) train or instruct others. (ll) regularly and predictably work scheduled shift; (mm) understand manuals and verbal instructions technical in nature; (nn) develop effective working relationships; (oo) analyze, compile and prepare statistical information and reports(pp) maintain records according to established procedures.